

MONROE COUNTY

JOB DESCRIPTION

Position Title: LAND STEWARD

Date: 10/01/04

Position Level: 12

FLSA Status: Exempt

Class Code: 12-4

GENERAL DESCRIPTION

Position reports directly to the Growth Management Director and will be responsible for land stewardship programs and issues pertaining to County and Land Authority property.

KEY RESPONSIBILITIES

1. *Writes and implements land management plans for areas owned by the County Commission and those owned by the Land Authority addressing issues such as invasive exotic vegetation, fire management, restoration, security and recreation, where appropriate.
2. *Provides technical support to the Division Director in the formulation of land management and acquisition policies to be recommended to the Board, including the preparation and maintenance of the County Master Land Acquisition and Management Plan.
3. Serves as the County's representative on the Florida Keys Invasive Exotics Task Force.
4. *Coordinates land management issues with County staff, Land Authority, US Fish and Wildlife Service, Florida Fish and Wildlife Commission, Florida Department of Environmental Protection, and other public and private agencies as appropriate.
5. *Establishes formal agreements on land management responsibilities with local, state, federal, and non-governmental conservation entities as appropriate; responds to all contractual obligations in a timely fashion, as reports and requirements become due.
6. *Applies for grant funding for land management and acquisition activities.
7. Responds to citizen inquiries regarding natural areas.
8. Performs other duties as required for County land management and stewardship.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required. Major(s) required: Planning, Management, or Environmental Science.
<i>Experience:</i>	Requires 5 years to 7 years minimum amount of prior related work experience in natural resource planning and management. Public Sector experience helpful.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and applications of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to direction of temporary workers. May involve responsibility or authority for the direction of part-time or grant positions.
<i>Working Conditions/ Physical Effort:</i>	Normal office situation and typical conditions; Field work from Key West to Key Largo.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Should have a history of prompt, timely response to contractual obligations, as well as a documented history of required reports for projects turned in before or on their due dates. Project Management experience helpful. Should have working knowledge and familiarity with GIS applications in land and natural resource management.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____